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## Using Time Effectively to Your Advantage

US Army BOSS Conference

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1. What would be on your business card?
  
  
  
  
  
  
  
  
  
  
2. Maximize your \_\_\_\_\_.
  - a. Work on that which is \_\_\_\_\_
  - b. Do the \_\_\_\_\_ thing first
3. Workspace: \_\_\_\_\_ to \_\_\_\_\_
4. Enemy of priorities: \_\_\_\_\_. What distractions do you have in your life?  
  
\_\_\_\_\_ your \_\_\_\_\_ to  
\_\_\_\_\_ your \_\_\_\_\_.
5. You are in \_\_\_\_\_ of your \_\_\_\_\_.
6. \_\_\_\_\_ through to a \_\_\_\_\_.
7. \_\_\_\_\_ your time for work, family, and \_\_\_\_\_. Before you start a project, engage in programs, or play take a piece of \_\_\_\_\_ and write down everything that is on your mind that is \_\_\_\_\_ of what you are about to do. Put it in a safe place; this is your \_\_\_\_\_ list or thought page.
8. Divide your work into \_\_\_\_\_ short-range \_\_\_\_\_.
9. Take time to \_\_\_\_\_ time: Plan your day the \_\_\_\_\_.

As the adage says:

How do you eat an \_\_\_\_\_?

One \_\_\_\_\_ at a \_\_\_\_\_!

**The Grading Method**

⊕	Task	Grade	Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Organize or Agonize**

<p><b>High Importance/ High Urgency</b></p> <p><i>Do first</i></p>	<p><b>High Importance/ Low Urgency</b></p> <p><i>Set deadlines for completion; work into daily routine</i></p>
<p><b>Low Importance/ High Urgency</b></p> <p><i>Find ways to get done quickly</i></p>	<p><b>Low Importance/ Low Urgency</b></p> <p><i>Usually busy or repetitious work</i></p>